



CONSOLIDATED FUNDING APPLICATION (CFA) FISCAL YEAR 2007

Baltimore Homeless Services, Inc. is soliciting applications for the Consolidated Funding Application for fiscal year 2007 that will specifically serve homeless individuals and families in Baltimore City.

Baltimore Homeless Services (BHS) has adopted the Housing First model as the service delivery strategy for Baltimore City. The "Housing First" approach rests on two central premises. One, re-housing should be the central goal of working with people experiencing homelessness, and two, by providing housing assistance and follow-up case management services after a family or individual is housed, the time people spend in homelessness can significantly be reduced. A Housing First approach consists of three components: Crisis intervention, emergency services, screening and needs assessment; permanent housing, and case management services.

Under the Consolidated Funding Application (CFA), BHS is seeking applications that:

- ◆ Provide supportive services to individuals and families at risk of or experiencing homelessness.
- ◆ Provide supportive services and/or housing to low-income individuals and families living with HIV.
- ◆ Are in need of funds for operating emergency shelters, transitional housing and/or drop-in centers.
 - In keeping with the Housing First approach, funding for new transitional facilities will not be considered at this time.
- ◆ Conduct homeless prevention activities.
- ◆ Expand capacity for Winter Plan (November 15, 2006 – April 15, 2007).

Eligible Applicants

Applicant must be a non-profit 501(c)(3) tax-exempt organization or have proof of non-profit status by the time of the award announcement and be in good standing with the State of Maryland at time of application (Contact (410) 767-1340 to apply for a certificate).

Capital Funds

Capital funds are not eligible under this application. BHS has a Capital Notice of Funding Availability (NOFA) due December 5, 2005 with awards announced in February 2006. The Capital NOFA can be accessed via the BHS web page:
<http://www.ci.baltimore.md.us/government/health/homelessness.html>

Questions regarding the CFA application can be directed to:

Program questions:

Kate Briddell	kate.briddell@baltimorecity.gov	410-396-1915
---------------	--	--------------

Finance questions:

Niccole Beasley	niccole.beasley@baltimorecity.gov	410-545-6477
-----------------	--	--------------

TABLE OF CONTENTS

This Request for Proposals consists of the following sections:

	Page
1. Instructions	4
2. Overview	5
3. Eligible Activities	7
4. Evaluation	10
5. Application - NEW	11
6. Application - RENEWAL	21

INSTRUCTIONS

- A. One original and three (3) copies of this application must be received no later than **12:00 NOON, TUESDAY, NOVEMBER 29, 2005**, at:

Baltimore Homeless Services, Inc.
210 Guilford Avenue, 2nd Floor
Baltimore, Maryland 21202

- Late applications will not be accepted. Please allow extra time for hand deliveries due to traffic, parking, and building security procedures.
 - Applications with an unsigned Application Cover Sheet will not be accepted.
 - Submissions by facsimile machine will not be accepted.
- B. Applications should be prepared in Microsoft Word; hand written applications are not acceptable. All applications should be submitted on single-sided 8½ by 11 inch pages with 1-inch margins and be in 12 font.
- C. All attachments originally published or printed on two-sided, color and/or glossy paper should be recopied on single-sided, 8 ½ by 11 inch white paper for submission in the application. ***To maintain the application's print quality, the applicant should not use colored, textured, heavy weight, or tabbed paper.*** Bindings must be restricted to a clip or staple.
- D. Applicants may submit one or more **project** proposals: however, each proposal must be submitted separately. (Only submit additional financial statements, 501(c)(3), and Board of Director's list if each project has been incorporated separately.)
- E. If you are submitting a Renewal and a New application, please do not submit agency Articles of Incorporation, Bylaws, and Tax Exempt determination letters with the New application.

AWARD NOTIFICATIONS

Successful applicants will be notified of conditional awards in April 2006. Final contract negotiations will be conducted in May and June 2006. Contracts begin July 1, 2006, contingent upon award from HUD, the State and Board of Estimates approval.

OVERVIEW OF PROGRAMS

The six grants that make up the Consolidated Funding Application (CFA) operate with common administrative structures and similar funding priorities. Anticipated funding for Fiscal Year 2007 awards is as follows:

- ◆ Emergency Shelter Grant Program (ESG) -approximately \$1,054,000 available for essential services and supportive housing services for emergency and transitional programs
- ◆ Emergency and Transitional Housing and Services Program (ETHS)-approximately \$1,771,302 available for shelter and support services, for emergency and transitional programs
- ◆ Homelessness Prevention Program (HPP) - approximately \$454,700 available for eviction prevention counseling and rental assistance grants available for support and housing services in emergency and transitional programs
- ◆ Homeless Women Crisis Shelter Program (HWCSP) - approximately \$416,132 to provide shelter, room and board, counseling, and referral services to homeless women and children.
- ◆ Housing Opportunities for Persons With AIDS Program (HOPWA) – approximately \$2,000,000 for emergency services (eviction prevention & utility preservation), outreach, and permanent supportive housing.
- ◆ Service Linked Housing program (SLH) – approximately \$344,606 available for support services for individuals and families who were formerly homeless and are now living in permanent long- term housing

DEFINITION OF ELIGIBLE CLIENTS:

A person must be homeless or in imminent danger of becoming homeless or experiencing a housing crisis (as described below) to receive assistance.

The term homeless or homeless individual or homeless person means¹:

- a. An individual who lacks a fixed regular and adequate nighttime residence.
- b. An individual who has a primary nighttime residence that is:
 - Supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill).
 - An institute that provides a temporary residence for individuals intended to be institutionalized.
 - A public or private place not meant for, or ordinarily used as regular sleeping accommodations for human beings.

The term at-imminent-risk-of-homelessness² means a person/family who does not hold a lease and does not own their property, and he/she is experiencing one of circumstances as follows:

- a. Are moving frequently from relatives' or friends' homes at least once a month within a period of at least three months;
- b. Are living doubled/tripled up with relatives or friends and are being asked to leave;
- c. Are living in an overcrowded setting with two or more people in living/sleeping areas;
- d. Are living in a dangerous situation due to domestic violence.

The term housing crisis means³ a situation involving an individual or family that is:

- a. Threatened with the immediate loss of housing or other shelter
- b. Without resources to prevent an impending eviction; or
- c. Otherwise at risk of becoming homeless.

¹ As defined in McKinney Vento Act – Emergency Shelter Grant Program

² As defined in the CDC-HUD Housing & Health Study for Baltimore City

³ As defined by the State of Maryland Office of Transitional Housing's Service Linked Housing Program regulations

ELIGIBLE ACTIVITIES UNDER EACH PROGRAM:

The following activities can be funded under this consolidated application:

EMERGENCY SHELTER GRANTS (ESG)

Essential Services: Essential services include services related to employment, health, drug abuse and education and may include (but are not limited to):

- Assistance in obtaining permanent housing
- medical and psychological counseling and supervision
- employment counseling
- nutritional counseling
- substance abuse treatment and counseling
- assistance in obtaining federal, state and local benefits
- child care
- transportation
- job placement
- job training
- staff salaries to provide the above services.

Operating Costs: Costs include: maintenance, operations, rent, repairs, security, fuel, food, insurance, utilities, furnishing, except that no more than 10% of funds received under this subtitle may be used for costs of staff.

Homeless Prevention: Costs include:

- short term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices
- security deposits or first month's rent to permit a homeless family to move into its own apartment
- mediation programs for landlord-tenant disputes
- legal services programs for the representation of indigent tenants in eviction proceedings
- payment to prevent foreclosure on a home.

EMERGENCY TRANSITIONAL HOUSING AND SERVICES (ETHS)

Shelter: Maintenance and operation of existing beds in shelters (emergency or transitional); Expansion in number of new beds in shelter facilities; Purchases of bednights in shelters. Note: The total number of bednights multiplied by the cost per night must equal the total award amount. Do not round off any numbers.

Supplies for Shelters: Cost of purchasing sheets, blankets, cots pillows, supplies incidental to feeding, and other supplies.

Vouchers/checks for lodging: Funds given to clients (or paid to providers on behalf of clients) to purchase shelter in motels, hotels, boarding houses, private homes, or apartments.

Day Shelter: Shelter provided to homeless individuals or families during the day when nighttime-specific shelters are closed.

Outreach Services: Outreach Services offered to homeless people on the street, in public areas, soup kitchens, or places where homeless people congregate.

Food: Mass feeding in shelter facilities for persons who are homeless;
Vouchers/checks/cash grants for client meal purchases for persons who are homeless.

Transportation: Cost of transporting clients to and from shelter facilities, meal programs, or service programs. This may include vehicle lease or purchase.

HOMELESSNESS PREVENTION PROGRAM (HPP)

Direct Grants to Families or Individuals to Prevent Eviction: HPP funds are restricted to assist with eviction prevention only (eligible recipients must be families or individuals living in permanent rental housing). Funds may not be used for utility turnoff or other emergency situations involving energy payments. HPP funds may not be used to support LAA costs for administering the program.

Eviction Prevention Counseling: Eligible costs for staff hired using HPP funds are only Salary, FICA, and Unemployment Insurance. Additional costs for the position must be funded through other sources.

Landlord Tenant Mediators: Eligible costs for staff hired using HPP funds are only Salary, FICA, and Unemployment Insurance. Additional costs for the position must be funded through other sources.

Early Intervention Services for At-Risk Households: Eligible costs for staff hired using HPP funds are only Salary, FICA, and Unemployment Insurance. Additional costs for the position must be funded through other sources.

HOMELESS WOMEN'S CRISIS SHELTER PROGRAM (HWCS)

The Homeless Women-Crisis Shelter Home Program provides shelter, room and board, counseling, and referral services to homeless women and children. The shelters offer a 24-hour crisis hotline in addition to safe accommodations and meals. Other services include direct resource referral for housing, physical and mental health care, education, training, employment services, and case management.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Funds can be used to assist low-income persons living with HIV/AIDS and their families who are homeless or at imminent risk of homelessness with the following:

Eviction Prevention: Short-term rent and utility payments to prevent homelessness.

Supportive Services: HOPWA funds can be used for supportive service activities that assist persons in obtaining or maintaining housing, including, but not limited to:

- health
- mental health
- assessment
- permanent housing placement
- drug and alcohol abuse treatment and counseling
- day care
- personal assistance
- nutritional services
- intensive care when required
- assistance in gaining access to local, State, and Federal government benefits and services, except that health services may only be provided to individuals with HIV/AIDS and not to family members of these individuals

Operating Costs: Funds can be used for operating facility-based housing including maintenance, security, operation, insurance, utilities, furnishing, equipment, supplies, and other incidental costs.

SERVICE LINKED HOUSING (SLH)

Service Linked Housing funds can be used **only** for Salary, FICA, Unemployment Insurance and other benefits (health, vacation etc.) for Resident Advocates who work with formerly homeless and at-risk residents of low-income housing and for limited client assistance expenses. This program provides linkages for low-income persons living in **permanent housing** to supportive services in the community (such as job training, health care, budget counseling, parenting skills, substance abuse treatment, etc.). Up to 2.5% may be used for administration costs.

EVALUATION

New Applications will be reviewed and scored based on the following five evaluation criteria.

Rating Factor 1	Demonstration of Need	20 points
Rating Factor 2	Approach	20 points
Rating Factor 3	Workplan	20 points
Rating Factor 4	Experience Narrative	20 points
Rating Factor 5	Budget & Leveraging	20 points

The Evaluation Tool for New Applications is located in Appendix A

Renewal Applications will be reviewed and scored based on the following evaluation criteria.

Rating Factor 1	Progress Update	40 points
Rating Factor 2	Workplan	20 points
Rating Factor 3	Budget & Leveraging	20 points

The Evaluation Tool for Renewal Applications is located in Appendix B.

SCORING

New Applications

New Applications that score below 70% will not be considered for funding.

Renewal Applications

Renewal applications that score below 70% will be decreased by the following percentage of their 2006 budget:

65 – 69% = 35% reduction in funding

60 – 64% = 50% reduction in funding

Renewal applications that score below 60% will not be funded.

NEW APPLICATION

BALTIMORE HOMELESS SERVICES, INC.

APPLICATION COVER SHEET

Submitted By:

Title:

Organization:

Address:

City:

Zip Code:

Phone:

Fax:

Email:

Project Title:

Address of Proposed Project:

Amount Requested:

REQUIRED DOCUMENTS

The following documents are required in the same order as presented below. Incomplete applications will not be considered for funding.

1. Application Cover Sheet
2. Application Summary Sheet
3. Project Narrative
4. Experience Narrative
5. HMIS Participation Form
6. Project Budget
7. Articles of Incorporation and Bylaws
8. Federal Tax Exemption Determination Letters
9. Certificate of Good Standing from State of Maryland
10. List of Board of Directors
11. Organizational Chart (note any vacancies)
12. Current Audited Financial Statement

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, information provided in this proposal reflects accurate data and estimates of planned/delivered services.

 Executive Director (or designee) – Signature

Date

 Print Name

 Title

APPLICATION SUMMARY SHEET

REQUESTED FUNDING: \$

Project Synopsis: Please provide a **two or three sentence** synopsis of the proposed project, where it is located, and how many people will be served over the grant period.

PROJECT NARRATIVE (NOT TO EXCEED 3 PAGES):

A. DEMONSTRATION OF NEED:

Describe needs and relate them to CFA eligible projects or goals.

1. Describe the target population to be served.
2. Describe the geographic service area to be served.
3. Describe the unmet need(s) being addressed or how the need would not be met if an existing project did not continue.
4. Describe the impact that the proposed project will have on the identified need.

B. APPROACH:

Describe what the project will do and present how it will be accomplished.

1. Describe how the project will operate on a daily basis.
2. Identify who will do the work (staff) of the project, their qualifications and experience.
3. Describe service delivery approach to maximize service delivery and minimize duplication.
4. Describe collaborative efforts and partnerships.

WORKPLAN

Present a clear work plan with a realistic timeline for the FY2007 contract period and identify staff responsible for each key action step, and delineate outcomes. (See Sample Workplan on page 13.)

1. State goal(s) to be achieved for the proposed project.
2. For each goal, state at least 2 objectives that will assist the project in reaching the goal.
3. State the key action steps for each objective.
4. Describe the evaluation plan and data sources that will be used to measure if the objective has been attained.

SAMPLE

Work Plan July 2006 – June 2007

Problem Statement: *(The issue and/or unmet needs that the following goals and objectives will address)*

Over 3,000 people are homeless and living on the streets of Baltimore City each night without access to food or shelter.

Goal and Objectives	Key Action Steps Planned	Evaluation Plan & Data Source	Comments
<p>Goal A: ABC Shelter will provide emergency shelter services to at least 50 homeless individuals nightly and link them to services.</p> <p>Objective 1: ABC shelter will provide one meal, shower facilities and sleeping accommodations for at least 50 men nightly.</p> <p>Objective 2. ABC shelter will link at least 80% of the men served in the shelter to entitlements, jobs and job training, addiction services, mental health services and health care as needed.</p>	<p>O1: ABC shelter staff will open emergency shelter at 5 pm nightly and provide for all guests:</p> <ul style="list-style-type: none"> • meal services • shower facilities • sleeping accommodations <p>Responsible staff: Shelter manager</p> <p>O2: ABC shelter will link guests to the following services:</p> <ul style="list-style-type: none"> • Entitlements: transport via People on the Move to DSS. • Jobs and Job training: referrals to ENERGY employment program. • Addiction and Mental Health services: referral to Behavioral Health services • Health care: transport via People on the Move to Health Care for the Homeless <p>Responsible staff: Shelter manager</p>	<p>O1: 100% utilization of emergency shelter beds.</p> <p>Data source: Monthly activity report from R.O.S.I.E.</p> <p>O2: 80% of clients staying in the shelter will be linked to one or more community services.</p> <p>Data source: Monthly activity report from R.O.S.I.E.</p>	<p>ABC shelter will post the People on the Move transportation van schedule for all guests to see and have schedules available for people to take.</p>

Work Plan July 2006 – June 2007

Problem Statement: *(The issue and/or unmet needs that the following goals and objectives will address)*

Goal and Objectives	Key Action Steps Planned	Evaluation Plan & Data Source	Comments
Goal A: Objective 1: Objective 2:	O1: Responsible staff: O2: Responsible staff:	O1: O2:	

EXPERIENCE NARRATIVE (NOT TO EXCEED 3 PAGES):

Describe organization's experience in providing services to homeless persons.

1. Provide evidence of applicant's skills, experience, required credentials and capacity necessary to implement the project.
2. If the proposal is for an existing project, describe past program performance. For new projects, describe the level of success of similar projects.
3. Describe the fiscal management system to include: type of accounting records (manual or automated), use of outside accounting and/or payroll services, capacity to identify and track CFA funds, amount of cash reserve and availability of a line of credit.
4. Describe any auditing findings or concerns in the last 24 months and the resolution of each.
5. Describe the applicant's case/client record management system.
6. Attach anti-discrimination and grievance procedures and personnel policy.
7. Attach the organization's mission statement and a copy of its strategic plan, if available.

Homeless Management Information System (HMIS) Participation

(This sheet will not count toward your 3 page total)

1. Please provide the date (mm/yyyy) this project began participating (entering data) into the Regional Online System Information Exchange (R.O.S.I.E.).

If not yet participating, please explain why and when you intend to begin participating:

2. Are all clients served by this project entered into R.O.S.I.E?

YES ☐

NO ☐

If not all clients served are entered into R.O.S.I.E, please explain why:

3. (For emergency shelter, transitional housing and permanent housing projects):

Are 100% of your beds or units of housing documented on R.O.S.I.E?

YES ☐

NO ☐

If less than 100%, please explain why:

PROJECT BUDGET (NOT TO EXCEED 1 PAGE):

Submit a clear and concise budget narrative along with the project budget.

1. Provide a budget narrative that clearly defines the purpose intended for the requested funds for the proposed project. Identify the project activities and/or components that will be supported by CFA. If the application is for an existing project not currently funded by CFA, explain why CFA funds are needed.
2. Complete Project Budget forms (see pages 19 and 20). This section does not count towards the one page limit.
 - a. Provide detail for each line item included in the budget. Example: 25 MTA bus passes/month @ \$16 each X 12 months = \$4,800.00
 - b. The budgetary line HMIS/Internet Service and Connectivity fees is for costs directly associated with annual fees paid for both Internet services and phone lines necessary to support R.O.S.I.E.
 - c. Identify additional leveraging resources* that pledge to help support the proposed project and attach copies.

***Leveraging Resources**

Leveraging relates to the ability to secure community resources, which can be combined with Consolidated Funding Application (CFA) resources, to achieve overall program goals. Acceptable resources are expected to be available and continue during the operating period of the contract.

Documentation for leveraged resources should be clear and concise and evidence that you are partnered with other entities to make more effective use of available public or private resources. Partnership arrangements may include funding and/or in-kind services from governmental entities, nonprofit or for-profit entities, private organizations, educational institutions, or other entities to achieve the purposes of the project for which funds are being requested.

Please indicate the type of resource such as:

- A. Cash
- B. Non-Cash – professional services, donated materials and other assets (assign a cash value for inclusion)
- C. Volunteer time – time to be contributed is normally valued at \$10 per hour

BUDGET (Page 1 of 2)

BALTIMORE HOMELESS SERVICES, INC.

AGENCY:

PROJECT:

SCHEDULE OF SALARY COSTS

[illegible]

BUDGET (Page 2 of 2)**BALTIMORE HOMELESS SERVICES, INC.****AGENCY:****PROJECT:**

PROGRAM EXPENSE	DESCRIPTION OF EXPENSES (type, mileage, # of meals, # of tests etc.)	BHS/CFA COST	OTHER FUNDING SOURCES	TOTAL PROJECT COST
FOOD				
DRUG TESTS				
UTILITIES				
SUPPLIES				
EQUIPMENT				
HMIS/INTERNET SERVICE AND CONNECTIVITY FEES				
POSTAGE				
INSURANCE				
ACCOUNTING				
AUDIT				
PAYROLL				
MAINT./REPAIR				
TRANSPORTATION				
RENT				
SECURITY				
CLIENT ASST. (toiletries, furnishing phones for clients)				
OTHER (Specify):				
TOTAL COST				

RENEWAL APPLICATION**BALTIMORE HOMELESS SERVICES, INC.****APPLICATION COVER SHEET**

Submitted By:

Title:

Organization:

Address:

City:

Zip Code:

Phone:

Fax:

Email:

Project Title:

Address of Proposed Project:

Amount Requested:

REQUIRED DOCUMENTS

The following documents are required in the same order as noted below. Incomplete applications will not be considered for funding.

1. Application Cover Sheet
2. Application Summary Sheet
3. Progress Update
4. HMIS Participation
5. Project Budget
6. Certificate of Good Standing from State of Maryland
7. List of Board of Directors
8. Organizational Chart (note any vacancies)
9. Current Audited Financial Statement

☐
☐
☐
☐
☐
☐
☐
☐
☐

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information regarding this proposal reflects accurate data, and estimates of planned/delivered services.

 Executive Director (or designee) – Signature

 Date

 Print Name

 Title

APPLICATION SUMMARY SHEET

REQUESTED FUNDING: \$

Project Synopsis: Please provide a **two or three sentence** synopsis of the proposed project, where it is located, and how many people will be served over the grant period.

PROGRESS UPDATE (NOT TO EXCEED 5 PAGES):

Please briefly describe the principal activities carried out during the previous year. List specific objectives and briefly describe your success in meeting these objectives. Describe any barriers or difficulties that were encountered in implementing the program, including client's concerns, and actions that were taken to address those issues.

Homeless Management Information System Participation

Please complete the attached Homeless Management Information System Participation Form. (This form will not count toward your 5 page total.)

WORKPLAN

Present a clear work plan with a realistic timeline for the FY2007 contract period and identify staff responsible for each key action step, and delineate outcomes. (See Sample Workplan on page 13.)

1. State goal(s) to be achieved for the proposed project.
2. For each goal, state at least 2 objectives that will assist the project in reaching the goal.
3. State the key action steps for each objective.
4. Describe the evaluation plan and data sources that will be used to measure if the objective has been attained.

Homeless Management Information System Participation

1. Please provide the date (mm/yyyy) this project began participating (entering data) into R.O.S.I.E.

If not yet participating, please explain why and when you intend to begin participating:

2. Are all clients served by this project entered into R.O.S.I.E?

YES ☐

NO ☐

If not all clients served are entered into R.O.S.I.E, please explain why:

3. (For emergency shelter, transitional housing and permanent housing projects):

Are 100% of your beds or units of housing documented on R.O.S.I.E?

YES ☐

NO ☐

If less than 100%, please explain why:

SAMPLE

Work Plan July 2006 – June 2007

Problem Statement: *(The issue and/or unmet needs that the following goals and objectives will address)*

Over 3,000 people are homeless and living on the streets of Baltimore City each night without access to food or shelter.

Goal and Objectives	Key Action Steps Planned	Evaluation Plan & Data Source	Comments
<p>Goal A: ABC Shelter will provide emergency shelter services to at least 50 homeless individuals nightly and link them to services.</p> <p>Objective 1: ABC shelter will provide one meal, shower facilities and sleeping accommodations for at least 50 men nightly.</p> <p>Objective 2. ABC shelter will link at least 80% of the men served in the shelter to entitlements, jobs and job training, addiction services, mental health services and health care as needed.</p>	<p>O1: ABC shelter staff will open emergency shelter at 5 pm nightly and provide for all guests:</p> <ul style="list-style-type: none"> • meal services • shower facilities • sleeping accommodations <p>Responsible staff: Shelter manager</p> <p>O2: ABC shelter will link guests to the following services:</p> <ul style="list-style-type: none"> • Entitlements: transport via People on the Move to DSS. • Jobs and Job training: referrals to ENERGY employment program. • Addiction and Mental Health services: referral to Behavioral Health services • Health care: transport via People on the Move to Health Care for the Homeless <p>Responsible staff: Shelter manager</p>	<p>O1: 100% utilization of emergency shelter beds.</p> <p>Data source: Monthly activity report from R.O.S.I.E.</p> <p>O2: 80% of clients staying in the shelter will be linked to one or more community services.</p> <p>Data source: Monthly activity report from R.O.S.I.E.</p>	<p>ABC shelter will post the People on the Move transportation van schedule for all guests to see and have schedules available for people to take.</p>

Work Plan July 2006 – June 2007

Problem Statement: *(The issue and/or unmet needs that the following goals and objectives will address)*

Goal and Objectives	Key Action Steps Planned	Evaluation Plan & Data Source	Comments
<p>Goal A:</p> <p>Objective 1:</p> <p>Objective 2:</p>	<p>O1:</p> <p>Responsible staff:</p> <p>O2:</p> <p>Responsible staff:</p>	<p>O1:</p> <p>O2:</p>	

PROJECT BUDGET (NOT TO EXCEED 1 PAGE):

Submit a clear and concise budget narrative along with the project budget.

1. Provide a budget narrative that clearly defines the purpose intended for the requested funds for the proposed project. Identify the project activities and/or components that will be supported by CFA. If funds are being requested in excess of that awarded in the previous year, justification for the increase must be provided. (Limit 1 page)
2. Complete Project Budget forms (pages 28 and 29). This section does not count towards the one page limit.
 - a. Provide detail for each line item included in the budget. Example: 25 MTA bus passes/month @ \$16 each X 12 months = \$4,800.00
 - b. The budgetary line, HMIS/Internet Service and Connectivity fees, is for costs directly associated with annual fees paid for both Internet services and phone lines necessary to support R.O.S.I.E.
 - c. Identify additional leveraging resources* that pledge to help support the proposed project and attach copies.

***Leveraging Resources**

Leveraging relates to the ability to secure community resources, which can be combined with Consolidated Funding Application (CFAP) resources, to achieve overall program goals. Acceptable resources are expected to be available and continue during the operating period of the contract/grant.

Documentation for leveraged resources should be clear and concise and evidence that you are partnered with other entities to make more effective use of available public or private resources. Partnership arrangements may include funding and/or in-kind services from governmental entities, nonprofit or for-profit entities, private organizations, educational institutions, or other entities to achieve the purposes of the project for which funds are being requested.

Please indicate the type of resource is indicated, such as:

- A. Cash
- B. Non-Cash – professional services, donated materials and other assets (assign a cash value for inclusion)
- C. Volunteer time – time to be contributed is normally valued at \$10 per hour

BUDGET (Page 1 of 2)	
BALTIMORE HOMELESS SERVICES, INC.	
AGENCY:	PROJECT:
SCHEDULE OF SALARY COSTS	

PROJECT:

[illegible]

BUDGET (Page 2 of 2)

BALTIMORE HOMELESS SERVICES, INC.

AGENCY:

PROJECT:

PROGRAM EXPENSE	DESCRIPTION OF EXPENSES (type, mileage, # of meals, # of tests etc.)	BHS/CFA COST	OTHER FUNDING SOURCES	TOTAL PROJECT COST
FOOD				
DRUG TESTS				
UTILITIES				
SUPPLIES				
EQUIPMENT				
HMIS/INTERNET SERVICE AND CONNECTIVITY FEES				
POSTAGE				
INSURANCE				
ACCOUNTING				
AUDIT				
PAYROLL				
MAINT./REPAIR				
TRANSPORTATION				
RENT				
SECURITY				
CLIENT ASST. (toiletries, furnishing phones for clients)				
OTHER (Specify):				
TOTAL COST				

APPENDIX A

New Application Evaluation Tool

Agency Name:

Project Title:

DEMONSTRATION OF NEED -- 20 points

Applicant describes projects need and relates it to CFA eligible projects or goals.

Each indicator in this section is worth a maximum of 5 points, totaling 20 points.

POINTS	INDICATOR	RATIONALE
	Proposal clearly describes the population to be served.	
	Proposal clearly describes the geographic area to be served.	
	Proposal demonstrates unmet need or how the need would not be met if an existing project did not continue.	
	Proposal clearly describes the impact the project will have on the identified need.	
TOTAL POINTS FOR THIS SECTION:		

APPROACH -- 20 points

Applicant describes what the project will do and presents how it will be accomplished within a specified time period.

Each indicator in this section is worth a maximum of 5 points, totaling 20 points.

POINTS	INDICATOR	RATIONALE
	Proposal describes how the project will operate on a daily basis.	
	Proposal identifies who will do the work (staff) of the project, their qualifications, and experience.	
	Proposal describes service delivery approach to maximize service delivery, and minimize duplication.	
	Proposal describes collaborative efforts and partnerships.	
TOTAL POINTS FOR THIS SECTION:		

WORKPLAN – 20 points

Applicant Present a clear work plan with a realistic timeline for the award period and identifies staff responsible for each key action step, and delineates outcomes.

Each indicator in this section is worth a maximum of 5 points, totaling 20 points.

POINTS	INDICATOR	RATIONALE
	Proposal states goal(s) to be achieved for the proposed project.	
	Proposal describes at least 2 Objectives for each goal that will assist the project in reaching that goal.	
	Proposal identifies key action steps for <u>each</u> objective that will assist the project in reaching the objective.	
	Proposal describes the evaluation plan and data sources that will be used to measure if the objectives have been attained.	
TOTAL POINTS FOR THIS SECTION:		

Baltimore Homeless Services, Inc.
 Consolidated Funding Application FY'07
 Renewal Project Evaluation Form
EXPERIENCE – 20 points

The maximum number of points for an Indicator is listed in each section.

POINTS	INDICATOR	RATIONALE
	Applicant clearly indicates the skills, experience, required credentials and capacity to implement the project. 4 Points	
	Applicant clearly describes past project performance (if project is existing) or clearly describes their level of success in similar projects. 4 Points	
	Applicant describes the fiscal management system to include: type of accounting records, use of outside accounting and/or payroll services, capacity to identify and track CFA funds, amount of cash reserve and availability of line of credit. 4 Points	
	Applicant describes any monitoring/auditing findings or concerns in the last 24 months and the resolution of each, if applicable. 3 Points	
	Applicant clearly describes its case/client record management system. 1 Point	
	Clearly indicates that the Agency is participating in the HMIS. If not, then clearly states why they are not participating. 2 Points	
	Applicant has attached anti-discrimination and grievance procedures and personnel policy. 1 Point	
	Applicant has attached their mission statement and strategic plan (if available). 1 Point	
TOTAL POINTS FOR THIS SECTION:		

BUDGET -- 20 points

Applicant presents a clear and reasonable project budget and identifies additional resources other than City funds or City contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies, and service donations, grants, and/or contracts.)

Each indicator in this section is worth a maximum of 5 points, totaling 20 points.

POINTS	INDICATOR	RATIONALE
	Budget clearly describes how CFA funds will be used for this project.	
	Applicant has identified additional resources that will help support the proposed project (and has attached leveraging letters).	
	Budget is reasonable for the scope of the project.	
	Budget reflects and supports the program plan.	
TOTAL POINTS FOR THIS SECTION:		

Baltimore Homeless Services, Inc.
Consolidated Funding Application FY'07
Renewal Project Evaluation Form
ADDITIONAL COMMENTS:

Strengths:

Areas for Improvement:

Total Application Score (0 - 105)

APPENDIX B

Renewal Application Evaluation Tool

Agency Name:

Project Title:

PROGRESS UPDATE - 40 points

The maximum number of points is indicated in each section.

POINTS	INDICATOR	RATIONALE
	Describes the principal activities carried out, including number of persons served, during the previous year. 10 Points	
	Lists specific objectives and the agency's success in meeting these objectives. 15 Points	
	Describes any barriers or difficulties that were encountered in implementing the program, including client's concerns, and actions that were taken to address those issues. 10 Points	
	Clearly indicates that the Agency is participating in the HMIS. If not, then clearly states why they are not participating. 5 Points	
TOTAL POINTS FOR THIS SECTION:		

WORKPLAN – 20 points

Applicant presents a clear work plan with a realistic timeline for the award period and identifies staff responsible for each key action step, and delineates outcomes.

Each indicator in this section is worth a maximum of 5 points, totaling 20 points.

POINTS	INDICATOR	RATIONALE
	Proposal states goal(s) to be achieved for the proposed project.	
	Proposal describes at least 2 Objectives for each goal that will assist the project in reaching that goal.	
	Proposal identifies key action steps for <u>each</u> objective that will assist the project in reaching the objective.	
	Proposal describes the evaluation plan and data sources that will be used to measure if the objectives have been attained.	
TOTAL POINTS FOR THIS SECTION:		

BUDGET & LEVERAGING -- 20 points

Applicant presents a clear and reasonable project budget and identifies additional resources other than City funds or City contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies, and service donations, grants, and/or contracts.)

Each indicator in this section is worth a maximum of five (5) points, totaling 20 points.

POINTS	INDICATOR	RATIONALE
	Budget clearly describes how CFA funds will be used for this project.	
	Applicant has identified additional resources that will help support the proposed project (and has attached leveraging letters).	
	Budget is reasonable for the scope of the project.	
	Budget reflects and supports the program plan.	
TOTAL POINTS FOR THIS SECTION:		

Baltimore Homeless Services, Inc.
Consolidated Funding Application FY'07
Renewal Project Evaluation Form
ADDITIONAL COMMENTS

Strengths:

Areas for Improvement:

Total Application Score (0 - 65)